

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **HUMAN RESOURCES SPECIALIST**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a variety of entry-level professional, technical, and analytical work involved in the implementation and coordination of the City's Human Resources Department programs, including recruitment, testing and selection, classification and compensation, and special projects and human resource related programs.

### **Distinguishing Characteristics:**

This is the entry level, professional class in the Human Resources Department. This classification is distinguished from the Human Resources Analyst/Senior Human Resources Analyst classification series by the performance of less complex duties and responsibilities including preparing routine job announcements, reviewing applications for employment, administering and scoring examinations, evaluating simple job audits, and responding to internal and external salary and benefit surveys. Since this classification is entry level, employees may only have limited directly related work experience. The Human Resources Specialist differs from the Human Resources Technician classification by performing more complex work, which requires more independent judgment, and a broader knowledge and techniques of the professional human resources field.

### **Supervision Received and Exercised:**

Receives general supervision from supervisory and/or management staff. Senior Human Resources Analysts provide additional direction.

May exercise functional and technical supervision over technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

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### Human Resources Specialist (continued)

- Coordinate routine recruitment activities with department personnel, including composing job bulletins and recruitment information; reviewing and evaluating applications and selection; prepare and maintain eligibility lists; and participate in interviews and advise panel members on the selection criteria.
- Conduct routine job classification audits; prepare or revise job specifications, and conduct compensation surveys.
- Compose, analyze, and distribute internal and external salary and benefit surveys; coordinates the Job Information Management System (JIMS) information.
- Teach training classes for City employees on various issues, such as personnel rules and regulations, employee motivation, performance issues, equal employment opportunity, sexual harassment, diversity and cultural sensitivity, and employment compliance issues.
- Monitor and administer the Drug-Free Workplace and the Drug and Alcohol Testing for Commercial Drivers (CDL) License Holders procedures, including random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing of employees; develop and maintain the Citywide policy for this program; ensure the City's compliance with Department of Transportation regulations, including monitoring and oversight of training; serve as first-line contact with the testing facilities; and prepare for audit reviews by state regulatory agencies.
- Assist in the preparation of the annual benchmark analyses to determine annual market position.
- Counsel job applicants and employees regarding recruitment processes; respond to requests for information regarding personnel policy procedures, rules, and regulations.
- Research, develop, and implement special projects for the department; assist in the administration of the pay for performance program; assist in creation and update of PeopleSoft modules.
- Coordinate assigned activities with other departments, outside agencies, and service providers.
- Respond to personnel-related requests and inquiries from City employees and the public.
- Perform related duties as assigned.

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Human Resources Specialist (continued)

**Experience and Training Guidelines:**

**Experience:**

Two years of responsible paraprofessional human resource experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, public or business administration, or a related field.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 2640**

**Salary Range: 29**

**Compensation Plan: P40/Regular**

**FLSA: Exempt**